

## Specific requirements for outreach services

- ✓ Payment must be via pay.gov (DS-82 adult passport renewal) or BANK DRAFT (all other services)  
\* **Cash and Credit card are NOT acceptable** \* see detailed instructions below.
- ✓ *Online payment for Courier Pass Back envelope* is required for all passport services, see detailed instructions below.
- ✓ CBRA service is NOT available during outreach, see Report the Overseas Birth of a U.S. Citizen Child <https://th.usembassy.gov/u-s-citizen-services/child-family-matters/report-the-overseas-birth-of-a-u-s-citizen-child/>

## **Available Services and Fees:**

- **Passport renewal:**

- Minor ages 0-15 years old, **4860THB/Bank draft**; see <https://th.usembassy.gov/u-s-citizen-services/passports/minor-passport-renew/>
- First Time Adult passport (Applicant ages 16 and over), **5940THB/Bank draft**; see <https://th.usembassy.gov/u-s-citizen-services/passports/applicants-16-and-older/>
- Adult, holding full validity-passport issued less than 15 years ago, **\$130/ via Pay.Gov**; see <https://th.usembassy.gov/u-s-citizen-services/passports/adult-passport-renew/>

Please review additional information about U.S. Passports [here](#)

- **Notarial Services: 1800THB/Bank draft, per seal applied.**

U.S. Consular Officers may provide specific notarial services as authorized by relevant U.S. law and Department of State policy, if the document being notarized is required for use within the jurisdiction of the United States and is authorized by relevant U.S. law.

Please view this [link](#) to learn about the services we CAN and CANNOT provide.

\*\*\***Please bring all originals and photocopies of required documents with you.**\*\*\*

## How to purchase a bank draft?

Purchase a **BANK DRAFT** from one of the following banks **ONLY**.



ดราฟท์/Draft



ตั๋วแลกเงิน/Bill of Exchange



ตั๋วแลกเงิน/Draft

Pay to: **American Embassy Bangkok**

### Amount

Minor Passport Renewal (Applicant Age 0-15) : **4860 THB**

First Time Adult Passport (Applicant Age 16 and Above) : **5940 THB**

Notary Services : **1800 THB** (Per notary seal applied)

**Important:** Please check for correctness of the issued bank drafts (1-6) prior to leaving the bank.

**DO NOT** write on the bank draft.

กรุณาตรวจสอบความถูกต้องบนตั๋วแลกเงินก่อนออกจากธนาคาร และห้ามเขียนข้อความใดๆ ลงบนตั๋วแลกเงิน

The diagram illustrates the layout of a bank draft form with the following numbered callouts:

- 1**: Points to the **ธนาคาร BANK** (Bank) field.
- 2**: Points to the **ตั๋วแลกเงิน / หรือ ดราฟท์** (BILL OF EXCHANGE / OR DRAFT) field.
- 3**: Points to the **วันที่ DATE** field, which includes a date selection grid (DDMMYYYY).
- 4**: Points to the **จ่าย PAY \*\*\*AMERICAN EMBASSY BANGKOK\*\*\*** (Pay to) field.
- 5**: Points to the **จำนวนเงิน บาท AMOUNT BAHT** field, which includes a line for the amount in Thai Baht and a line for the amount in English (e.g., XXXXXXXX BAHT ONLY).
- 6**: Points to the **signature** field, which includes a line for the signature and the text **AUTHORIZED SIGNATURE**.

## ***How to purchase return Envelope (For Passport Application)***



### **Courier Pass Back Envelope** (for all passport services)

Pay **Courier Pass Back** electronically via **Thailand Post Mart website**.

(If the page appears in Thai, you may use a translate function into English at the top right corner of the page.)

- Complete all required information, see \*asterisk
- Provide Applicant's full name and correct mailing address at both billing and shipping address.
- Printout the electronic payment confirmation with invoice number THPxxxx